


CITY OF SAN ANTONIO
CAPITAL IMPROVEMENTS MANAGEMENT SERVICES
Interdepartmental Correspondence

TO: Sheryl Sculley, City Manager

FROM: Mike Frisbie, P.E., Director, Capital Improvements Management Services 

THROUGH: Erik Walsh, Assistant City Manager

COPIES TO: Peter Zaroni, Assistant City Manager; File

SUBJECT: **Public Safety Headquarters**

DATE: December 9, 2010

Included in the attached packet is the correspondence submitted to the Mayor and City Council regarding the Public Safety Headquarters Design/Build Contract. Below is a list of items included in the packet.

- 1) December 7, 2010 Memo RE: Public Safety Headquarters Selection Process Update
- 2) December 7, 2010 Memo RE: Public Safety Headquarters Scoring Matrix with Phase II Score Matrix
- 3) Phase I Scoring Matrix
- 4) Request for Qualifications for Design/Build Services for the Public Safety Headquarters
- 5) November 12, 2010 Memo RE: Public Safety Headquarters Selection Process Update
- 6) September 14, 2010 Memo RE: RFQ for Design/Build Services for Public Safety Headquarters
- 7) August 11, 2010 B Session Presentation
- 8) RFCA Memo for the award of the Bridging Documents Agreement to Ford, Powell & Carson Architects & Planners, Inc.


If you need any additional information, please contact me at (210) 207-0176.

ATTACHMENTS

**December 7 Memo
Re: PS Headquarters
Selection Process
Update**

**CITY OF SAN ANTONIO
OFFICE OF THE CITY MANAGER**


Interdepartmental Correspondence

TO: Mayor & City Council
FROM: Sheryl Sculley, City Manager 
COPIES: Robbie Greenblum, Chief of Staff - Mayor's Office
Chris Callanen, Assistant to City Council
SUBJECT: Public Safety Headquarters Selection Process Update
DATE: December 7, 2010

The attached document is shared with you for informational purposes regarding the Public Safety Headquarters Selection Process.

Should you have any questions pertaining to this memorandum, please contact Erik Walsh, Assistant City Manager at 207-8336 or me.

CITY OF SAN ANTONIO
CAPITAL IMPROVEMENTS MANAGEMENT SERVICES
Interdepartmental Correspondence

TO: Sheryl Sculley, City Manager
FROM: Mike Frisbie, P.E., Director, Capital Improvements Management Services 
THROUGH: Erik Walsh, Assistant City Manager
COPIES TO: Peter Zanon, Assistant City Manager; File
SUBJECT: Public Safety Headquarters Selection Process Update
DATE: December 7, 2010

This memo is an update on the selection process for a Design/Build team for the Public Safety Headquarters Project. Since the budget for this project was approved by City Council in September 2007, an extensive process has been completed to ensure a high quality result. City Council approved Facility Programming and Consulting, Inc. for programming and master planning services for the building in November 2008. In January 2010, City Council approved Ford, Powell, Carson Architects to provide design services (Bridging Documents). In August 2010, staff presented to City Council in a B Session the design/build process and decisions points. Memos including further updates were delivered to Council in September and November 2010. Staff is now recommending the Design/Build team for Council discussion on December 15 and action on December 16.

A Request for Qualifications (RFQ) was released in July 2010 for selection of a Design/Build team for the Public Safety Headquarters Building. Responses were due August 20, 2010. Fourteen teams responded to the RFQ and were evaluated by Erik Walsh, Assistant City Manager; Mike Frisbie, CIMS Director; William McManus, Police Chief; Charles Hood, Fire Chief; Patrick Howard, Planning and Community Development Director; Betty Feldman, City Project Architect; Cathleen Crabb, Architect; Ben Brewer, President, Downtown Alliance; John Mize, Architect, Ford, Powell and Carson, Inc. on September 3, 2010. The five most qualified firms were then asked to submit, in response to a Request for Proposals (RFP), additional information regarding qualifications, team makeup and a guaranteed maximum price for design and construction services. All five teams submitted proposals and are alphabetically listed below:

Bartlett Cocke, L.P./Rehler, Vaughn & Koone, Inc./Durand-Hollis Rupe Architects, Inc.
Hensel Phelps Construction Company
Skanska USA Building, Inc.
Turner Construction Company
Zachry Construction Corporation

The evaluation committee scored the five most qualified firms based on background and experience, project approach and management plan, a guaranteed maximum price and SBEDA. After a thorough review, the evaluation committee is recommending Hensel Phelps Construction Company Team be awarded the Design/Build contract. In addition to being a highly qualified team with 29 successful Design/Build projects completed, Hensel Phelps guaranteed maximum price for the project was \$7 million (13%) less than the closet competitor. Hensel Phelps has an office in San Antonio with 66 employees and is set to complete the 1.49 million square foot Joint Service Training Campus Housing and Central Energy Plants at Fort Sam Houston in 2011. The following local design firms are part of the Hensel Phelps team: Artcom Associates, Lopez Siedel Architects and Protection Development, Inc. Other MBE, WBE and AABE firms are Saenz + Bury Engineering, Structures P.E., and Haynes-Eaglin-Waters. Additional local construction firms will be included as the project moves into the construction phase. Hensel Phelps meets or exceeds SBEDA goals for the design of the project and has committed to meet or exceed the goals in construction as well.

Staff has scheduled a B Session presentation on this project for December 15, 2010 and is planning on bringing this contract forward for City Council approval on December 16, 2010.

If you have any questions, please contact me at (210) 207-0176.

December 7, 2010

Memo

**Re: PS Headquarters
Scoring Matrix with
Phase II Scoring Matrix**

CITY OF SAN ANTONIO
CAPITAL IMPROVEMENTS MANAGEMENT SERVICES
Interdepartmental Correspondence

TO: Sheryl Sculley, City Manager
FROM: Mike Frisbie, P.E., Director, Capital Improvements Management Services
THROUGH: Erik Walsh, Assistant City Manager
COPIES TO: Peter Zaroni, Assistant City Manager; File
SUBJECT: Public Safety Headquarters Scoring Matrix
DATE: December 7, 2010

This memo will provide an explanation of the scoring process for the Public Safety Headquarters Design/Build Contract.

As previously discussed, the process for selecting a Design/Build Contractor is a two-step process. For the first step, a Request for Qualifications (RFQ) was issued and defined the scoring breakdown that would be used for both steps. Fourteen firms responded to the RFQ. The responses were evaluated and five firms were short-listed to respond to a Request for Proposal (RFP). Attached to this memo is the Phase II scoring summary. During Phase II, firms were evaluated on the following criteria:

- | | |
|---|-----------|
| • Background, Experience, Qualifications of Key Project Personnel | 10 points |
| • Project Approach/Management Plan | 15 points |
| • Pricing | 55 points |
| • Small Business Economic Development Advocacy (SBEDA) | 20 points |

The Background, Experience and Qualifications of Key Project Personnel and the Project Approach/Management Plan were evaluated based on the firm's responses to questions in the RFQ and RFP. The methodology used for scoring the Price Proposals was an objective formula. This scoring methodology compares each offered price to the highest price offered and utilizes a ratio between that difference in price, and the difference between the highest and lowest prices offered, to ensure the magnitude of the difference between prices is included in the scoring. This scoring methodology is a fair approach as it proportionally awards more points to firms with the lowest prices and fewer points to firms with higher prices. This scoring methodology has been used successfully for scoring price proposals for projects such as the Emergency Dispatch Center and Café College. Under the formula exhibited below, the lowest price offered (Hensel Phelps) was awarded the full 55 points, no points were awarded to the highest priced offeror (Bartlett Cocke L.P.) and points were awarded to the remaining offerors proportionately. The formula is as follows:

$$\text{Number of Points} = \frac{(\text{Highest price proposal} - \text{Firm's price proposal})}{(\text{Highest price proposal} - \text{Lowest price proposal})} \times \text{maximum points}$$

Below is the breakout of the pricing for the five short-listed firms.

	Price Proposals	Formula	Score	Rank
Maximum Points			55	
Bartlett Cocke, L.P./RVK/DHR	\$ 57,124,268	$(\\$57,124,268 - \\$57,124,268) / \\$9,949,268 * 55 \text{ pts}$	0.00	5
Hensel Phelps Construction Co./Fentress	\$ 47,175,000	$(\\$57,124,268 - \\$47,175,000) / \\$9,949,268 * 55 \text{ pts}$	55.00	1
Skanska USA Bldg, Inc./Perkins/Will	\$ 56,428,903	$(\\$57,124,268 - \\$56,428,903) / \\$9,949,268 * 55 \text{ pts}$	3.84	4
Turner Construction Co./Kell Munoz	\$ 55,429,986	$(\\$57,124,268 - \\$55,429,986) / \\$9,949,268 * 55 \text{ pts}$	9.37	3
Zachry / Jacobs Construction Corporation	\$ 54,235,615	$(\\$57,124,268 - \\$54,235,615) / \\$9,949,268 * 55 \text{ pts}$	15.97	2

The final criterion for scoring was 20 points for SBEDA. This criterion is set by Ordinance passed in 2007 by City Council. The scoring includes local economic impact, the firm's SBEDA experience, utilization of SBEDA subcontractors and firms plan to provide outreach and assistance to SBEDA firms. In the Phase II scoring, Hensel Phelps received a score of 0 out of 5 for SBEDA Utilization and a total score of 13. However, subsequent backup material provided shows that the SBEDA Utilization score should have been 5 out of 5 for a total score of 18. Since clarifications were provided after the initial scoring, staff elected not to rescore. If Hensel Phelps was rescored their overall score would have been 96.33.

If you have any questions regarding the attached score matrix please contact me at 207-0176.

ATTACHMENT

Design-Build Public Safety HQ- Phase 2

Summary Scoring		FIRM NAMES					
Summary Scoring plus SBEDA		MAXIMUM POINTS					
			Bartlett Cocke, L.P./RVK/DHR	Hensel Phelps Construction Co./Fentress	Skanska USA Bldg, Inc./Perkins/Will	Turner Construction Co./Kell Munoz	Zachry / Jacobs Construction Corporation
A. Background, Experience and Qualifications of Key Project Personnel		10	8.11	9.00	7.11	6.33	9.44
B. Project Approach/Management Plan		15	12.67	14.33	12.11	11.22	14.44
SUBTOTAL		25	20.78	23.33	19.22	17.56	23.89
C. Price (GMP and Design) Proposal		55	0.00	55.00	3.84	9.37	15.97
SUBTOTAL		80	20.78	78.33	23.07	26.92	39.86
Economic Impact		5	5.00	5.00	5.00	5.00	5.00
SBEDA Experience		5	5.00	5.00	5.00	5.00	2.00
SBEDA Utilization		5	5.00	0.00	5.00	5.00	5.00
Emerging Diversity Business Plan		5	5.00	3.00	4.00	4.00	3.00
SBEDA Subtotal		20	20.00	13.00	19.00	19.00	15.00
TOTAL SCORE		100	40.78	91.33	42.07	45.92	54.86
RANK			5	1	4	3	2

*Hensel Phelps' backup material shows that SBEDA score should have been a total of 18. Because required detail was not originally submitted, Hensel Phelps received an original score of 13. Staff elected not to officially rescure. If Hensel Phelps was rescured total would have been 96.33.

Phase I Scoring Matrix

Design-Build Public Safety HQ Summary Scoring																
Summary Scoring plus SBEDA	MAXIMUM POINTS	FIRM NAMES														
		Bartlett Cocke, L.P./RVK/DHR	Byrne Ltd./Joeris General Contractors	Gilbane Bldg. Co./ PGAL	GuidoBrothers/Sundt Construction	GW Mitchell/Manhattan Construction	Harvey-Cleary Builders	Hensel Phelps Construction Co./Fentress	J.T. Vaughn Construction, LLC/BRW	C.F. Jordan Construction, LLC/Alvidrez	Lyda Swinerton Builders, Inc./HKS	Skanska USA Bldg. Inc./Perkins/Will	Turner Construction Co./Kell Munoz	VCC/REES Associates, Inc.	Zachry / Jacobs Construction Corporation	
A. Background, Experience and Qualifications of Design-Build Team:		20	15.67	15.44	15.89	16.56	14.56	15.22	17.33	16.44	15.11	16.22	15.22	16.44	14.67	17.89
B. Background, Experience and Qualifications of Key Project Personnel		20	16.00	16.00	16.00	16.44	13.44	16.11	16.89	16.33	14.89	16.00	15.78	15.78	13.67	18.11
C. Project Approach/Management Plan		30	24.56	24.44	23.78	24.78	22.33	23.00	25.00	25.78	22.89	24.00	25.22	23.67	22.67	27.22
D. Financial Information		10	7.00	6.00	9.00	9.00	5.00	6.00	10.00	7.00	8.00	7.00	10.00	8.00	5.00	8.00
SUBTOTAL		80	63.22	61.89	64.67	66.78	55.33	60.33	69.22	65.56	60.89	63.22	66.22	63.89	56.00	71.22
Economic Impact		5	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	3.00	5.00
SBEDA Experience		5	5.00	3.00	0.00	3.00	4.00	0.00	5.00	5.00	4.00	4.00	5.00	5.00	0.00	2.00
SBEDA Utilization		5	5.00	5.00	3.00	1.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	5.00	0.00	5.00
Emerging Diversity Business Plan		5	4.00	5.00	3.00	5.00	5.00	4.00	2.00	3.00	4.00	3.00	4.00	4.00	4.00	3.00
SBEDA Subtotal		20	19.00	18.00	11.00	14.00	14.00	9.00	12.00	14.00	13.00	12.00	15.00	19.00	7.00	15.00
TOTAL SCORE		100	82.22	79.89	75.67	80.78	69.33	69.33	81.22	79.56	73.89	75.22	81.22	82.89	63.00	86.22
RANK			3	7	9	6	12	12	4	8	11	10	4	2	14	1

**Request for
Qualifications
for
Design/Build Services
for the
PS Headquarters**

CITY OF SAN ANTONIO
CAPITAL IMPROVEMENTS MANAGEMENT
SERVICES DEPARTMENT



REQUEST FOR QUALIFICATIONS
("RFQ")
DESIGN BUILD SERVICES
FOR
PUBLIC SAFETY HEADQUARTERS

Project Number:

40-00176

(RFQ# CIMS0718)

Notice Regarding Prohibition on Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts. Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections from the 10th business day after a contract solicitation has been released until 30 calendar days after the contract has been awarded:

1. legal signatory of a high-profile contract;
2. any individual seeking a high-profile contract;
3. any owner or officer of an entity seeking a high-profile contract;
4. the spouse of any of these individuals;
5. any attorney, lobbyist or consultant retained to assist in seeking contract.

A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution has been made by any of these individuals during the "black out" period.

ISSUE DATE: Sunday, July 18, 2010

SUBMITTAL DEADLINE: Friday, August 20, 2010, 3:00 P.M., Local Time

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REQUIRED FORMS, INSTRUCTIONS AND EXHIBITS

Submittal Cover/Signature Sheet	RFQ Attachment 1
Submittal Checklist and Table of Contents	RFQ Attachment 2
General Questionnaire	RFQ Attachment 3
Discretionary Contracts Disclosure Form and Instructions	RFQ Attachment 4
Litigation Disclosure Form	RFQ Attachment 5
General Conditions for City of San Antonio Building Design Build Contracts (posted separately and incorporated through reference)	Exhibit A
City of San Antonio Draft Design-Build Contract Template (posted separately and incorporated through reference)	Exhibit B
Schematic Design Documents (selected plans, elevations and SD booklet) (posted separately and incorporated through reference)	Exhibit C

I. BACKGROUND/OVERVIEW

The City of San Antonio ("the City"), Capital Improvements Management Services Department ("CIMS") is soliciting for the selection of a Design-Build ("DB") firm/team for the design and construction of the Public Safety Headquarters, to be located at 313 Santa Rosa St., and the related Fueling Station and Car Wash, to be located at 515 Frio St., in San Antonio, Texas. The City of San Antonio's Police Department ("PD") is joining forces with the San Antonio Fire Department for the construction of a new state-of-the-art Public Safety Headquarters facility. Consolidation of the City's Police and Fire Departments will allow for the co-location of the City's Public Safety Services, the opportunity for joint operations, shared common spaces, and one-stop shopping for the public, while creating much improved facilities for Police and Fire administrative functions. The selected site for the new Public Safety Headquarters is the block, located between Santa Rosa and Urban Loop, and Nueva and Durango Streets. The new Fueling Station and Carwash facility will be located behind the existing PD Sub-Station at 515 Frio St.

Responses in the form of Statements of Qualifications ("SOQ") are requested from qualified DB firms or teams in this first phase of a two-phase selection process. The City intends to enter into a contract with the DB firm with experience in the design/build method of project delivery, experience with the design and construction of multi-story office and parking garage facilities, experience with the design and construction of LEED Silver or greater certified projects, and that provides the best value for the City. The qualified DB firm will provide a completed project including professional design conforming to all applicable criteria, complete construction services and follow-up work as appropriate; within a Guaranteed Maximum Price for the project developed and submitted by the DB Firm in its response to the second phase of this solicitation (if short-listed and invited to participate in the second phase of the process) and accepted by the City of San Antonio.

This RFQ is the first part of a two-phase solicitation process and provides information for interested parties to prepare and submit a response for consideration by the City of San Antonio. Interested and qualified DB firms who can demonstrate their ability to successfully complete the project are invited to submit their qualifications statements. **Qualification Statements shall not include any information regarding respondent's fees, pricing, or other compensation. Such information will be solicited from firms qualified by the City to participate in the second phase of the solicitation process.**

II. DEFINITIONS

As used in the Request for Qualifications (RFQ), the terms have the meanings set forth below:

- A. "Bridging Documents" means any information which defines the expectations of the Owner and may include, but is not limited to, existing conditions surveys, geotechnical reports, program of requirements, design standards & guidelines, as well as design development drawings, specifications, and REVIT (v. 2011) model as per AIA E202-2008 BIM Protocol
- B. "Design-Build Contract" means a single contract with a firm or business entity for the design and construction of the facility, based upon Bridging Documents prepared by the City of San Antonio.

- C. "Design-Build Firm"/"DB Firm" means a partnership, corporation, or other legal entity or team that includes an engineer or architect and builder qualified to engage in building construction in Texas.
- D. "Construction Documents" means all the design documents to be provided by selected Design-Builder and approved by Owner, without limitation, those for use in constructing the project, performing the work, and the rendering of the project fully operational, and shall include, without limitation, detailed plans, drawings, specifications, manuals, and related materials.
- E. "Owner" means the City of San Antonio (City)
- F. "Respondent" shall mean those Design Build Team/Firms that respond to this RFQ.
- G. "Design Criteria Consultant" means the Owner's Architect/Engineering consultant supplying the design development drawings and specifications in the Bridging Documents.

III. PROJECT DESCRIPTION/SCOPE OF WORK

This section is intended to provide potential Respondents to this RFQ with summary information concerning the project requirements, budget, scope and schedule to ensure that Respondents understand the Owner's basic expectations and to allow the Respondent to submit their qualifications accordingly.

The City of San Antonio is seeking to contract with a design-builder who will take the City provided Bridging Documents and, via a design-build contract, complete construction documents as the Architect of Record and perform all required construction for the project, if selected. Upon completion, the design-builder will deliver the completed operational facility or facilities to the Owner.

The Bridging Documents will be used to complete the design and to construct the Public Safety Headquarters. The facility will consist of an approximately 200,000 GSF, 6-story administrative office building ("Administration Building"); the garage ("Parking Garage") will be a nine (9) level, 643 space secure parking garage for uniformed and civilian personnel, above approximately 21,000 GSF, finished out Records areas on the ground floor; an 85 space controlled access surface parking lot on the southern 1/3 portion of the block, and the Fueling Station/Carwash facility on the Frio St. site. The existing building on site will be removed to grade prior to Council approval of the Design Build team selection. Demolition of the existing Police HQ is not a part of this contract.

The Administration Building will be a 6-story, cast in place concrete structure, with a glass atrium from the 3rd through 6th Floors, connected by a two story steel and glass Public Lobby structure to the adjacent Parking Garage on the first two levels, and a bridge connection at the 4th Floor. The Administration Building will be set back from the street 60 feet on three sides, and will be force protected for the entire perimeter on the lower four floors. Bullet resistance of the west façade is also being considered. The exterior finish materials will consist of a 2-story limestone base, 3-story brick face and metal panels for the top (6th) floor and penthouse with precast concrete panel back-up on the lower four floors and heavy gauge steel studs on the upper

floors. A metal sunshade structure is provided at the roof. The building will have exterior metal doors and windows. Interior construction will be metal stud framing and gypsum wallboard type construction. This building will house the administrative offices for both the Fire and Police Departments, a shared training center and media room facilities, an eight-space Chiefs' parking garage on the ground floor, a two-level metal and glass structure public entrance lobby with a controlled access checkpoint to the administrative spaces beyond, a large exercise room and locker facilities on the 4th Floor, and shared break rooms on every floor.

The Parking Garage will be a cast in place concrete structure, with built-out office space on the ground floor, nine (9) levels of parking above, and structural infrastructure for a future solar array. It will be connected by a two story steel and glass public lobby structure to the adjacent administration building and by a bridge connection at the 4th Floor. It is designed as a double helix and will have a single controlled access entry/exit ramp off Urban Loop. The exterior finish materials will consist of a 2-story limestone base, with perforated screen walls above, and metal panel enclosures at the top level and stair towers. The Parking Garage is for Fire and Police command vehicles, uniformed and civilian staff only.

SPECIAL SYSTEMS AND SITE REQUIREMENTS:

Special systems and supporting facilities include, but are not limited to, HVAC system, plumbing, mechanical, electrical services, exterior lighting, fire protection and alarm systems, security, A/V, data and communication cabling, elevators, water, gas, sidewalks, driveway, an auto court, and parking area with controlled access gates, storm drainage, site improvements including security features and landscaping, and site accessibility for individuals with disabilities. The Frio Street site includes a "packaged" carwash facility, gas pumps, underground gasoline and diesel tanks, provisions for urea, natural gas and LP tanks, steel canopy structure, storm drainage, security fencing and controlled access gates.

The DB firms selected to proceed shall review all user and project requirements, schedule constraints, Bridging Documents, miscellaneous provisions, and other information and incorporate the information provided into the design-build approach submitted during the second phase of the solicitation. The Design Build Team chosen for this project will use its best skill and judgment in executing and administering this project in the best interest of the Owner and will coordinate with the City, and the City's third-party contractors in implementing any systems requirements of the Police and Fire Departments or ITSD. Work shall be conducted in a manner conforming with measures such as the Best Management Practices, Unified Development Code, International Building Code 2009, American Disabilities act (ADA) design guidelines and Texas Accessibility Standards (TAS) and all City of San Antonio Codes and Ordinances required for permit.

The City is currently under contract with a Design Criteria Consultant that will provide the design development documents for this project. This Design Criteria Consultant will continue under contract with the City through project completion and will provide review of the DB Firms Construction Documents, LEED consulting, commissioning, archeological services for antiquities permitting and construction phase monitoring and design and procurement of furnishings package.

The DB Firm will be responsible for the design and installation for the data, communications, AV and security systems cabling (based on the City's performance specifications and standards),

and the Fire Protection systems. These services are not part of the design criteria consultants' scope of work and will require close coordination with the City and the City's third-party contractors.

PROJECT TIMELINE:

Notice to Proceed for Design is anticipated to be given in December 2010. Construction is anticipated to begin no later than April 2011, with substantial completion of the entire facility in June 2012. The Selected DB firm shall be responsible for scheduling design and construction for completion within the Owner's time frame, and may propose early permit and construction packages in their response to the second phase of this solicitation. A provision for Liquidated Damages has been included in the Design-Build Contract (see the Contract Template, Exhibit B).

PROJECT BUDGET:

The total estimated budget for this project is \$78,400,000.00.

OWNER REQUIRED PROVISIONS:

ALL DESIGN-BUILD WORK SHALL BE IN ACCORDANCE WITH THE DESIGN-BUILD CONTRACT AND THE GENERAL CONDITIONS FOR CITY OF SAN ANTONIO BUILDING DESIGN-BUILD CONTRACTS (INCLUDED BY REFERENCE IN THIS RFQ).

A. Personnel:

The selected DB firm team shall provide managers and properly trained and experienced personnel and administrative staff to ensure satisfactory performance under a contract awarded in connection with this solicitation.

B. Project Execution:

1. Following selection of a Design-Build Firm, the firms' engineers or architects shall complete the Construction Documents utilizing the Bridging Documents, submitting all design elements for review and determination of scope compliance to the Owner at 50%, 85% and 100% completion for review and approval prior to submitting for permit and before construction.
2. An Architect shall be licensed in the State of Texas and shall be responsible for ~~compliance with the requirements including but not limited to the requirements~~ of the Texas Occupation Code, Title 6, Chapter 1051 and the Texas Administrative Code, Title 22, Part 1, Chapter 1. An engineer shall be licensed in the State of Texas and have the responsibility of ensuring compliance with all applicable engineering design requirements including but not limited to the requirements of the Texas Occupation Code, Title 6, Chapter 1001, and the Texas Administrative Code, Title 22, Part 6, Chapter 131.
3. The Owner shall provide or contract for, independently of the Design-Build Contractor, inspection services, special inspection services, testing of construction materials, and any verification testing services necessary for acceptance of the facility by the Owner.

4. Follow-up work and service calls deemed necessary to bring the completed facilities into reliable and consistent service shall be in accordance to Article 3 of the General Conditions for City of San Antonio Building Design Build Contracts.
5. The Design-Build Contractor/Firm shall supply a set of "as-built" construction documents in both printed and electronic form, including the REVIT model at a 500 LOD, following AIA E202 Protocol for the project to the Owner at the conclusion of construction, as a precondition to final payment.

C. Safety/Environmental Protection Programs:

Contractor shall establish and maintain, throughout the contract period, a viable safety program in accordance with requirements of applicable regulatory authorities.

IV. AMENDMENTS TO THE RFQ

Changes, amendments, or written responses to questions received in compliance with Section X, Restrictions on Communication may be posted on the City's website at <http://epay.sanantonio.gov/RFPListings/>. It is the Respondent's responsibility to review this site and ascertain whether any amendments have been made prior to submission of qualifications. A Respondent who does not have access to the Internet, must notify the City in accordance with Section X, Restrictions on Communication, that the Respondent wishes to receive copies of changes, amendments, or written responses to questions by mail.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFQ. Changes to the RFQ, if any, will be made in writing only.

V. PRE-SUBMISSION CONFERENCE

A Pre-submission Conference will be held on **Monday, August 2, 2010 at 10:00 a.m. at the City's Central Library Auditorium, located at 600 Soledad, San Antonio, Texas.** Respondents are encouraged to prepare and submit their questions in writing to the staff contact person listed in Article X of the RFQ three (3) calendar days in advance of the Pre-Submission Conference in order to expedite the proceedings (such that staff may review the questions received and be able to respond verbally during the pre-submission conference).

City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and posted on the City's website at <http://epay.sanantonio.gov/RFPListings/>. Attendance at the Pre-Submittal Conference is optional, but strongly encouraged.

This meeting place is accessible to disabled persons. The Central Library is wheelchair accessible. Accessible parking spaces are available. Auxiliary aids and services are available upon request. Interpreters for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

Any oral responses provided by City staff at the Pre-Submittal Conference shall be preliminary. A written summary of the Pre-Submittal Conference shall contain official responses, if any. Any oral response given at the Pre-Submittal Conference that is not confirmed in the written summary of the Pre-Submittal Conference or by a subsequent addendum shall not be official or binding on

the City. Only written responses shall be official and all other forms of communication with any officer, employee or agent of the City shall not be binding on the City.

VI. SELECTION PROCESS AND EVALUATION CRITERIA

This RFQ is part of a two-part solicitation process. The City will appoint a selection committee to perform the evaluations and will conduct a comprehensive, fair and impartial evaluation of all Statements of Qualifications received in response to this RFQ and shall rank each Submittal received in response to this RFQ using the criteria set forth herein. Based on the evaluation process, the selection committee shall qualify a maximum of five (5) Respondents to participate in Phase Two of the solicitation process.

The second phase of the solicitation process may include an invitation to interview at the City's discretion, and the selection committee will request that the selected, short-listed respondents provide a detailed Guaranteed Maximum Price Proposal based on the Bridging Documents. The second phase of the solicitation process will also include requests for additional information from the short-listed firms. Additional information requested may include more detailed information regarding demonstrated competence and qualifications, the ability of the respondent to meet the project schedule and other information as appropriate.

During the second phase of the solicitation process, the selection committee will evaluate and rank the short-listed firms' submittals based on the published evaluation criteria set forth in this RFQ, which shall include evaluation of the Guaranteed Maximum Price Proposals (including the proposed design phase fee, cost of the work, construction management fee and any value propositions) as well as other additional information as requested, along with the results of an interview (should interviews be included as part of the second phase of the solicitation process).

The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent.

PHASE ONE SOLICITATION CRITERIA:

The City will consider the background, experience, qualifications and capability of the DB firm/team to provide complete contract documents as well as Respondent's project understanding and approach and management plan. Respondents should provide information regarding specific quality experience with projects of a similar nature and as per the following:

A. Background, Experience and Qualifications of Design-Build Team:

Discuss the background and past performance, experience, and qualifications of the Design-Build Team in providing the services as outlined in this RFQ. Utilizing a project sheet for each, identify at least five (5) comparable design-build projects completed within the last three years by the DB firm/team, which preferably will include at least two projects undertaken with a Fixed Budget Contract. For each highlighted project, the project sheet should include the following:

- 1) Description of the project, including level of LEED certification obtained, if any;
- 2) Photograph of project;
- 3) Project's original estimate of construction cost and final construction cost;

- 4) Project schedule;
- 5) The owner's name and the name of the representative (if different) who served as the day-to-day liaison during the design and construction phases of the project in the following format:
 Name of Owner: _____
 Name of Owner's Representative: _____
 Representative's Phone Number: _____
 Representative's E-mail: _____

B. Background, Experience and Qualifications of Key Project Personnel:

- 1) Licensed Professionals: Identify each of the Licensed Professional Architects, and Engineers to be assigned to this project. Provide for each, the number of years licensed, number of years in business employed by, or as a principle in a professional firm.
- 2) Project Manager: Identify the Project Manager, number of years of project management experience (including previous employment), number of years employed with this professional firm.
- 3) Project Superintendent: Identify the proposed job project superintendent, number of years as a project superintendent (including previous employment), number of years employed with this professional firm.
- 4) Project Estimator: Identify the project estimator, number of years as a project estimator (including previous employment), number of years employed by this professional firm, names of similar projects of this firm where employed as project estimator and current owner contact names and phone numbers.
- 5) Identify all proposed team members (including consultants) who worked on the Projects listed on the Project Sheets requested in the Evaluation Criteria, Section VI.A. of this RFQ (above), and describe their responsibility in those projects compared to this project.
- 6) Identify any consultants that are included as part of the proposed team, their role and experience as it relates to these Projects. List all projects for which the consultant(s) has worked with the respondent in the past. Identify any projects on which the consultant(s) has worked that were listed on the Project Sheets requested in the Evaluation Criteria, Section VI.A. of this RFQ (above), and describe their responsibility in those projects compared to these projects.
- 7) Describe key personnel's experience with the use of BIM technology in delivery of previous construction projects that were listed on the Project Sheets requested in the Evaluation Criteria, Section VI.A. of this RFQ (above).
- 8) Identify which proposed team members and consultants are LEED Accredited Professionals and have experience obtaining LEED certification on similar projects.

C. Project Understanding, Approach/Management Plan:

This information should include the DB firm's proposed organizational structure, availability of labor resources (capacity to perform) in executing the DB effort. The DB firm shall submit information in a brief narrative plan that clearly and concisely describes the organization and approach to project management and execution.

- 1) Briefly describe your DB firms'/teams' understanding of this project type, including all of the requirements to successfully complete the project(s). Provide the approach of your DB firm and/or team partner(s) in meeting those requirements, and comprehensively address all the issues, standards and requirements needed to produce a finished project.
- 2) Provide a statement on the availability and commitment of the Prime Firm and its principal(s) and assigned professionals to undertake the project(s).
- 3) Provide a detailed organizational chart or graphic representation of the proposed team identifying key personnel (indexed as Tab "7" in the submittal). Describe, in graphic and written form, the proposed Project assignments and lines of authority and communication for each team member to be directly involved in the project(s). Indicate the estimated percent of time these team members will be involved in the project(s) for Design and Construction Services. Affirm that the individuals identified will be committed for the entire duration of the project(s).
- 4) Describe your construction management approach and ability to coordinate work with all designers, sub-contractors (and/or other contractors) and suppliers
- 5) Describe your Team's Quality Control Process and approach, corporate systems and capabilities to maintain quality control of the design and construction. Describe the proposed quality control organization and participation of the Architect of Record and Contractor of Record, including proposed staffing plan.
- 6) Briefly describe the firm's approach for anticipating, recognizing and controlling safety risks and note the safety resources that the firm provides for each project's Safety program.
- 7) Describe how you will develop, maintain and update the project schedule(s) during design and construction to coordinate with the Owner's project schedule or schedules. Describe the way in which your firm develops and maintains its project work schedules to coordinate with the Owner's project schedules. For any combination of three (3) projects listed in response to the Evaluation Criteria, Section VI.A. of this RFQ (above), provide examples of how these techniques were used.
- 8) Describe your approach to assuring timely completion of the project(s), including methods for schedule recovery, if necessary. From any three (3) of the projects listed in response to the Evaluation Criteria, Section VI.A. of this RFQ (above), provide examples of how these techniques were used, including specific scheduling challenges/requirements and actual solutions.

- 9) Describe your quality assurance program. Explain the methods used to ensure quality control during the development of Construction Documents and during the Construction phase of a project. Provide specific examples of how these techniques or procedures were used from any three (3) projects listed in response to the Evaluation Criteria, Section VI.A. of this RFQ (above).
- 10) Describe your understanding of and approach to using the REVIT model in the delivery of the project. This information should include the DB firm's capabilities in the use of BIM technology in project delivery. A brief narrative that clearly and concisely describes your understanding and approach to the use of the REVIT model in the delivery of the project, including past experience with the use of BIM technology in delivery of previous construction projects. Describe your understanding of crash and interference, delivery scheduling, cost estimate updates and delivery of closeout documents.

D. Financial Information:

Respondent shall submit financial statements for the last three years, preferably audited, with their response to this RFQ. Financial statements must show the name and address of the firm preparing financial statements and the date of preparation as requested in Section VIII, Paragraph L. The Financial Statements shall not be included in the SOQ page limitation.

The subtotal of all possible points that can be awarded for Phase One for items A through D above, on a one hundred (100) point scale is 80 points as set out in the table below. In addition to the SOQ that addresses items A through D above, firms should respond to Item E below with a maximum of four pages (include as Attachment D to Submittal). Item E constitutes the remaining 20 of the possible 100 total points.

E. Small Business Economic Development Advocacy Program (SBEDA) Narrative (Maximum 20 POINTS)

The current SBEDA policy provides for evaluation criteria for Alternative Construction Delivery Methods (ACDM), to include: Design Build, Competitive Sealed Proposal, and Construction Manager at Risk. The SBEDA evaluation criteria is designed to promote the utilization of Small, Minority, Women and African-American Owned businesses by prime Contractors bidding City projects.

The SBEDA scoring includes 20% (20 points on a 100 point scale) for consideration of local status, small business status, small business outreach and performance in achieving SBEDA goals. This section incorporates criteria to evaluate a Respondent's local economic impact and replaces the local business enterprise evaluation points. It also establishes evaluation criteria for a Respondent's Emerging-Diversity initiative. Emerging-Diversity is a business teaming program to provide opportunities for local Small, Minority, Women and African-American Owned Businesses. Respondents will be required to identify teaming opportunities for small businesses within the construction project(s).

The Respondent's demonstrated commitment to Small Business Economic Development Advocacy – must be provided in a narrative statement (in lieu of a Good Faith Effort Plan) based on the following evaluation criteria describing the commitment to achieve the City's small

business goals. Evaluation of the Respondent's narrative statement will be worth a total of twenty percentage (20%) points based on the criteria:

ECONOMIC IMPACT (Up to 5 points)

- Local resources, to include, local suppliers, equipment providers, subcontractors;
- Firms' principal office and the home office location of key staff on this project or projects;
- Headquartered or has local branch office in San Antonio;
- Identify local (presently living in or relocating to San Antonio) versus non-local staffing of your team, and the percent of their work expected to be done locally.

SBEDA EXPERIENCE (Up to 5 points)

Up to five percentage (5%) points based on Respondent's previous experience in implementing a similar small business program in project(s) for the last 3-5 years (Public and/or Private) as follows:

- Respondent has implemented a small business type program and attained the Contracting goals specified by the client;
- Respondent has implemented a successful small business program in a private sector project;
- Respondent has a policy supporting the use of small, minority and women-owned businesses in their own Contracting program;
- Respondent has demonstrated experience in using small businesses in all Contracting opportunities;
- Respondent's small business program has received recognition and/or award.

SBEDA UTILIZATION (Up to 5 points)

Up to five percentage (5%) points will be awarded for the extent of Minority, Women, and African-American Owned Business utilization opportunities already identified by Respondent in connection with this Project or Projects and whether Respondent has been pro-active in assembling a Pre-Construction Project Team with Minority, Women-Owned and African-American businesses at levels corresponding to the City's Professional Services Contract Category goals identified in Attachment A of Ordinance "2007-04-12-0396." Respondents will be awarded 1 point for each of the following goals attained.

- | | |
|---|------|
| ▪ Minority Business Enterprise (MBE) | 31% |
| ▪ Women Business Enterprise (WBE) | 10% |
| ▪ African-American Business Enterprise (AABE) | 2.2% |

Up to 2 points may be earned for exceeding goals.

EMERGING-DIVERSITY BUSINESS PLAN (Up to 5 points)

Emerging-Diversity Business plan on eligible projects for Diversity Participation, including but not limited to:

- Plan to package work element into economically feasible units that facilitate diversity participation;
- Bonding and Insurance Assistance;
- Negotiating Joint venture and/or Partnership;
- Quick Pay Agreements;
- Outreach Efforts.

TOTAL MAXIMUM = 100 POINTS.

Evaluation Criteria Summary:	Weighting Phase One Selection:	Weighting Phase Two Selection:
A. Background, Experience and Qualifications of Design-Build Team	Maximum 20 Points	N/A
B. Background, Experience and Qualifications of Key Project Personnel	Maximum 20 Points	Maximum 10 Points
C. Project Approach/Management Plan	Maximum 30 Points	Maximum 15 Points
D. Evaluation of Financial Statements	Maximum 10 Points	N/A
E. Small Business Economic Development Advocacy Program (SBEDA) Narrative	Maximum 20 Points	Maximum 20 Points
F. Price Proposal	N/A	Maximum 55 Points
Total Maximum	100 Points	100 Points

VII. SUBMISSION INSTRUCTIONS - PHASE ONE OF SOLICITATION

When submitting a bid, proposal or SOQ in person, visitors to City Hall must allow time for security measures. Visitors to City Hall will be required to enter through the east side of the building. The public will pass through a metal detector and x-ray machine located in the lobby. All packages, purses and carried items will be scanned during regular business hours of 7:45 a.m. to 4:30 p.m. After the public proceeds through the metal detector, they will sign in and receive a visitor's badge. For those that might require the use of a ramp, entry is available on the south side of the building (Dolorosa side). Security will meet the visitor in the basement with a hand scanner.

Interested firms should submit Statements of Qualifications which include a one-page Executive Summary plus a maximum length of fifteen (15) pages using not less than 10-point font to address the RFQ evaluation criteria (excluding the SBEDA Narrative, required forms and attachments identified in this RFQ), and shall submit one (1) unbound original, signed in ink, ten (10) bound copies, and one (1) compact disc (CD) that contains a copy of the SOQ in Adobe PDF format in a sealed package clearly marked with the project name, "**Design Build Services for the Public Safety Headquarters**" on the front of the package. All Submittals must be received in the City Clerk's Office no later than **3:00 P.M. Local Time, on Friday, August 20, 2010** at the address below. Submittals that are delivered to the City prior to the above time and date may be modified provided such modifications are sealed and received by the City Clerk's Office prior to the time and date set for the deadline for the receipt of Submittals. Any Submittal or modification received after this time shall not be considered, and will be returned, unopened to the Respondent. Respondents should note that delivery to the P.O. Box address in a timely manner does not guarantee its receipt in the City Clerk's office by the deadline for submission. Therefore, Respondents should strive for early submission to avoid the possibility of rejection for late arrival.

Mailing Address:

City Clerk's Office, Capital Improvements Management Services Department
Attention: Contract Services Division
P.O. Box 839966
San Antonio, Texas 78283-3966

Physical Address:

City Clerk's Office, Capital Improvements Management Services Department
Attention: Contract Services Division
100 Military Plaza
2nd Floor, City Hall
San Antonio, Texas 78205

Submittals sent by facsimile or email will not be accepted.

- B. Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Front and back covers, Table of Contents pages and tabbed divider pages will not be counted if they do not contain Submittal information. Resumes should not include project pictures or general firm information. The use of recycled paper is encouraged. Three-ring binders are permitted, and with regards to other types of binding, plastic (not metal) spiral, or "comb" binding is recommended. Plastic sheet or "report" covers are not encouraged, card-stock covers are sufficient. Unnecessarily elaborate brochures, artwork, bindings, visual aides, expensive paper or other materials beyond that sufficient to present a complete and effective submission are not encouraged or required. Font size shall be no less than 10-point type. All pages shall be numbered. Margins shall be no less than 1" around the perimeter of each page. Electronic files, websites, or URLs shall not be included as part of the Submittal, other than the CD specified above. Each Submittal must include the sections and attachments in the sequence listed in the RFQ Section VIII, Submittal Document Requirements, and each section must be divided by tabs and indexed in the Submittal Checklist and Table of Contents page. Failure to meet the above conditions may result in disqualification of the Submittal.
- C. Respondents who submit SOQ in response to this RFQ shall correctly reveal, disclose and state the true and correct name of the individual, proprietorship, corporation, and/or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the Contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or shorthand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include their 11-digit Texas Comptroller's Taxpayer Number or 9-digit Internal Revenue Service Taxpayer number on the Signature Page.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the Signature Page, the Director of the Capital Improvements Management Services Department shall have the discretion, at any point in the Contracting process, to suspend consideration of the Respondent's Submittal.

- D. All provisions in Respondent's Submittal, shall remain valid for one hundred twenty (120) days following the deadline date for submissions or, if a Proposal is accepted, throughout the entire term of the Contract.
- E. All Submittals become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on page(s) where confidential information is contained. However, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.
- F. Any cost or expense incurred by the Respondent that is associated with the preparation of the Submittal, the Pre-Submission Conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.

VIII. SUBMITTAL DOCUMENT REQUIREMENTS – PHASE ONE OF THE SOLICITATION

Respondent's Submittal should include the required items in the following sequence:

- A. EXECUTIVE SUMMARY - Respondents shall include a one (1) to two (2) page Executive Summary for the SOQ. The Summary shall include a statement of how the DB firm intends to use the design build method utilizing the Bridging Documents to deliver, accomplish and perform each specific service for the delivery of this training facility.
- B. SUBMITTAL COVER/SIGNATURE SHEET - (Attachment 1 to this RFQ): Respondent must complete, sign, and include the Submittal Cover/Signature Sheet with the Submittal. The Submittal Cover/Signature Sheet must be signed by a person, or persons, authorized to bind the entity, or entities submitting the response. Submittals signed by a person other than an officer of the company or partner of the firm shall be accompanied by evidence of authority. Joint ventures require signatures from all firms participating in the joint venture. Joint ventures are required to provide legal proof of the joint venture such as a joint venture Agreement as an attachment to their Submittal. The Cover Page/Signature Sheet shall be indexed as Tab "1" in the submittal.
- C. SUBMITTAL CHECKLIST (Attachment 2 to this RFQ): Respondent must complete and utilize this form that shall be used as the Table of Contents for the DB firm/team's Submittal (indexed as Tab "2" in the submittal).
- D. RESPONDENT'S GENERAL QUESTIONNAIRE (Attachment 3 to this RFQ), indexed as Tab "3" in the submittal.
- E. DISCRETIONARY CONTRACTS DISCLOSURE FORM (Attachment 4 to this RFQ): All proposed parties to the Contract with the City shall complete and return this form with the Submission. Co-Respondents are two or more entities proposing as a team or joint venture with each signing the Contract, if awarded. This form should be indexed or labeled as Tab "4" in the submittal.

- F. LITIGATION DISCLOSURE FORM (Form #5) – Completed Litigation Disclosure form as found in RFQ Attachment 5 and additional pages for explanation, if necessary, indexed or labeled as Tab “5” in the submittal.
- G. STATEMENT OF QUALIFICATIONS: The Respondent’s SOQ should be submitted in narrative form and should cover all items included in Section VI. This section is limited to fifteen (15) pages not including forms, attachments, or tabs (if blank) and should be indexed or labeled as Tab “6” in the submittal.
- H. TEAM ORGANIZATIONAL CHART: Provide a detailed organizational chart or graphic representation of the proposed team identifying key personnel as requested in Section VI of the RFQ. The organizational chart shall be indexed or labeled as Tab “7” in the submittal.
- I. PROOF OF BONDABILITY AND INSURABILITY: (Indexed and labeled as Tab “8” in submittal) Submit a letter from insurance provider stating provider’s commitment to insure the Respondent for the types of coverages and at the levels specified in the attached General Conditions for City of San Antonio Building Design Build Contracts (RFQ Exhibit A) if awarded a contract in response to this solicitation process. Respondent shall also submit a copy of their current insurance certificate. Respondent shall also submit a letter of intent from their bonding company stating in specific terms that the bonding company (Surety) is prepared to issue both payment and performance bonds to the full value of the proposal tendered for each project awarded in response to this solicitation.
- J. SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA) NARRATIVE: This must be provided in narrative form, labeled as Attachment “A” to the submittal and based on the evaluation criteria described in Section VI. The narrative should outline the commitment of the DB firm/team to achieve the City’s small business goals. A Good Faith Effort Plan should not be submitted. This section is limited to four (4) pages.
- K. RESUMES (Optional): Labeled as Attachment “B” to submittal. Resumes for each key team member shall be limited to a maximum length of two (2) pages (no company information) and shall supplement the information provided in response to Section VI.B. of this RFQ.
- L. LETTERS OF REFERENCE (Optional): Respondent may provide a maximum of 5 letters of reference, labeled as Attachment “C” to submittal.
- M. FINANCIAL INFORMATION (Submitted with Original SOQ only): Respondent shall submit financial statements for the last three years, preferably audited, with their response to this RFQ. Financial statements must show the name and address of the firm preparing financial statements and the date of preparation. The Financial Statements shall not be included in the SOQ page limitation.

Respondent is expected to examine this RFQ carefully, and understand the terms and conditions for providing the services listed herein and respond completely. Failure to complete and provide

any of the above-referenced documents may result in the Respondent's Submittal being deemed non-responsive and, therefore, disqualified from consideration.

IX. TENTATIVE SCHEDULE FOR SELECTION PROCESS AND AWARD

- A. Final approval of a selected Respondent or Respondents is subject to the action of the City of San Antonio City Council.
- B. Submittals may not be withdrawn within one hundred twenty (120) days from date on which submittals are received or opened.
- C. Submission of a response to this solicitation indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the City during the evaluation.
- D. The following tentative schedule has been prepared for these projects. Firms interested in one or both of these projects must be available on the interview date.

SOQ Submittal Due Date:	Friday, August 20, 2010
Request for Additional Information and Price Proposal (GMP) Issued to Short-listed Firms:	September 13, 2010
Deadline for Submission of Additional Information and Price Proposals:	October 20, 2010
Interview Date (if required):	October 29, 2010
Anticipated City Council Approval of Contract Award:	December, 2010

X. RESTRICTIONS ON COMMUNICATION

- A. Respondents are prohibited from communicating with elected City officials and their staff regarding the solicitation, Statements of Qualifications or Proposals from the time the solicitation has been released until the contract is posted as a City Council agenda item. Respondents are prohibited from communicating with City employees, or any outside consultant(s) assisting in the solicitation process, from the time the solicitation has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the solicitation and/or Qualification Statement/Proposal submitted by Respondents. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's submittal from consideration. Exceptions to the restrictions on communication with City employees include:
 - 1. Respondents may ask verbal questions concerning this RFQ at the Pre-Submission Conference.
 - 2. Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed below until no later than 4:00 p.m., on Friday, August 6, 2010. Questions

received after the stated deadline will not be answered. It is suggested that all questions be sent by electronic mail by facsimile to:

Angelica Mata, Contract Coordinator
City of San Antonio, Capital Improvements Managements Services Department
angelica.mata@sanantonio.gov
Fax No.: (210) 207-5859

3. However, questions sent by certified mail, return receipt requested, will also be accepted and should be addressed to:

Angelica Mata, Contract Coordinator
City of San Antonio, Capital Improvements Management Services Department
114 W. Commerce, Room 900
San Antonio, Texas 78205

4. Technical questions regarding issues with the City's internet or accessibility of forms will be accepted via telephone by:

Diana Vasquez, Contract Officer
City of San Antonio, Capital Improvements Managements Services Department
Phone: (210) 207-5872

5. Respondents and/or their agents are encouraged to contact the Small Business Outreach Office of the Economic Development Department for assistance or clarification with issues specifically related to the City's Small Business Economic Development Advocacy Program policy and/or completion of the required narrative. The point of contact is Ms. Brenda Navarro. Ms. Navarro may be reached by telephone at (210) 207-5442 or by e-mail at brenda.navarro@sanantonio.gov. Contacting her or her office regarding this solicitation process after the SOQ Submittal due date is not permitted.

B. City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City.

XI. AWARD OF CONTRACT AND RESERVATION OF RIGHTS

It is the intent of the City of San Antonio to award this Contract to the DB firm(s)/team(s) whose services provide the best value for the City based on the selection criteria set out in this RFQ, which is phase one of the solicitation process, and in the second phase of the solicitation, as determined when considering the relative importance of price, capability and other published evaluation criteria. The City reserves the right to adopt the most advantageous interpretation of the SOQ, additional information presented and the subsequent GMP Proposals. The City is not bound to accept the lowest priced GMP Proposal if that GMP Proposal is not in the best interest of the City, as determined solely by the City.

The SOQs submitted in response to this RFQ together with the subsequent additional information and GMP Proposal submitted by qualified Respondents in phase two of the solicitation will be analyzed based on the published criteria by the City in determining which DB Firm will provide the best value to the City.

- A. The Contract, if awarded, will be awarded to the DB firm/team whose Submittal is deemed most qualified to City, as determined by the selection committee, and subject to approval of the City Council.
- B. City may accept any Submittal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate solicitation on the part of City. However, final selection of DB firm/team is subject to City Council approval.
- C. City reserves the right to accept one or more Submittals or reject any or all Submittals received in response to this RFQ and the subsequent interview process, and to waive informalities and irregularities in the Submittals received. City also reserves the right to terminate this solicitation, and reissue a subsequent solicitation, and/or remedy technical errors in the process.
- D. City will require the selected DB firm/team to execute a Contract in substantially the form as attached with the City, prior to City Council award. No work shall commence until City signs the Contract document(s) and Respondent provides the necessary evidence of insurance as required in the Contract. Contract documents are not binding on City until approved by the City Attorney.
- E. In the event the parties cannot negotiate and execute a Contract within the time specified by the City, the City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.
- F. This solicitation does not commit the City to enter into a Contract, award any services related to this solicitation, nor does it obligate the City to pay any costs incurred in preparation or submission of a response or in anticipation of a Contract.
- G. The successful DB firm/team must be able to formally invoice the City for services rendered, incorporating the SAP-generated Contract and purchase order numbers that shall be provided by the City. The City administers its design and construction management through an Internet-based management system. All vendors are required to comply with Specification 700 of the City of San Antonio Standard Construction Specifications.
- H. Conflicts of Interest. Respondent acknowledges that it is informed that the Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any Contract with City or any City agency such as City-owned utilities. An officer or employee has a "prohibited financial interest" in a Contract with City or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the Contract or sale: the City officer or employee; his parent, child or spouse; a business entity in which he or his parent, child or spouse owns ten percent or more of the voting stock or shares of the business entity, or ten percent or more of the fair market value of the business entity; or a business entity in which any individual or entity above listed is a subcontractor on a City Contract, a partner or a parent or subsidiary business entity.

- I. Respondent is required to warrant and certify that it, its officers, employees and agents are neither officials nor employees of the City, as defined in Section 2-42 of the City's Ethics Code. (Discretionary Contracts Disclosure – Attachment 4 in this RFQ).
- J. Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a Contract, is (are) and shall be deemed to be an independent Contractor(s), responsible for its (their) respective acts or omissions, and that City shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.
- K. Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to Contract for the sale or purchase of property, goods, or services with the City, shall file a completed conflict of interest questionnaire with the City Clerk not later than the 7th business day after the date the person: (1) begins Contract discussions or negotiations with the City; or (2) submits to the City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the City. The conflict of interest questionnaire form is available from the Texas Ethics Commission by accessing either of the following web addresses:
http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm
<http://www.ethics.state.tx.us/forms/CIQ.pdf>.
Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of the City Clerk, if mailing a completed conflict of interest questionnaire, mail to Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. If delivering a completed conflict of interest questionnaire, deliver to: Office of the City Clerk, City Hall, 2nd floor, 100 Military Plaza, San Antonio, TX 78205. Respondent should consult its own legal advisor with questions regarding the statute or form.
- L. All Submittals and/or any portions thereof become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained. However, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.
- M. Any cost or expense incurred by the Respondent that is associated with the preparation of the Submittal, the Pre-Submission Conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.
- N. All provisions in Respondent's Submittal including any estimated or projected costs, shall remain valid for one hundred twenty (120) days following the deadline date for submissions or, if a Proposal is accepted, throughout the entire term of the Contract
- O. Subsequent to the issuance of this solicitation, the CIMS Department of the City reserves the right to amend it, waive any requirement or irregularity, request modifications to Submittals, providing all teams are treated equally, and reject any and all Submittals for any reason. The CIMS Department further reserves the right to award one or more Contracts for these projects as deemed in its best interest, and to request changes in the composition of any team.

November 12, 2010

Memo

Re: PS Headquarters


Selection Process

Update

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL CORRESPONDENCE**

OFFICE OF THE CITY MANAGER

TO: Mayor & City Council

FROM: Sheryl Sculley, City Manager 

COPIES: Robbie Greenblum, Chief of Staff; Mayor; Chris Callanen, Assistant to City Council



SUBJECT: UPDATE: RFQ - Public Safety Headquarters

DATE: November 12, 2010

The attached document is shared with you for informational purposes regarding the Request for Qualifications for Design-Build Services for the Public Safety Headquarters.

Should you have any questions pertaining to this memorandum, please contact Erik Walsh, Assistant City Manager, at 207-8336 or me.

CITY OF SAN ANTONIO
CAPITAL IMPROVEMENTS MANAGEMENT SERVICES
Interdepartmental Correspondence

TO: Sheryl Sculley, City Manager
FROM: Mike Frisbie, P.E., Director, Capital Improvements Management Services 
THROUGH: Erik Walsh, Assistant City Manager 
COPIES TO: Peter Zaroni, Assistant City Manager; File
SUBJECT: Public Safety Headquarters Selection Process Update
DATE: November 12, 2010

This memo serves as an update on the selection process for a design/build team for the Public Safety Headquarters Project.

The information contained in the memorandum should not be made public as the solicitation process is ongoing. The restriction on communication included in the Request for Qualifications (RFQ) remains in effect and prohibits companies from communicating with elected City officials and their staff regarding the solicitation, Statements of Qualifications or Proposals from the time the solicitation has been released until the contract is posted as a City Council agenda item. Companies are also prohibited from communicating with City employees, or any outside consultant(s) assisting in the solicitation process, from the time the solicitation has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, e-mails and any contact that results in the direct or indirect discussion of the solicitation and/or Qualification Statement/Proposal submitted by the companies. Violation of this provision by companies and/or their agent may lead to disqualification of company's submittal from consideration.

As noted in the attached correspondence from September 14, 2010, an RFQ was released in July 2010 with responses due August 20, 2010. Fourteen teams responded to the RFQ and were evaluated on September 3, 2010. The five top-ranked firms were then asked to submit, in response to the Request for Proposals (RFP), additional information regarding qualifications, team makeup and a guaranteed maximum price for design and construction services. All five teams submitted and are listed below:

Bartlett Cocke, L.P./Rehler, Vaughn & Koone, Inc./Durand-Hollis Rupe Architects, Inc.
Hensel Phelps Construction Co./Fentress Architects
Skanska USA Building, Inc./Perkins + Will Architects/Alamo Architects, Inc.
Turner Construction Company/Kell Muñoz Architects, Inc.
Zachry Construction Corporation/Jacobs Engineering Group, Inc.

The submittals are currently being reviewed and evaluated by the selection committee. Staff expects to bring forward for City Council approval a recommendation for selection in early December 2010.

If you have any questions, please contact me at (210) 380-9256.

ATTACHMENT

September 14, 2010

Memo

Re: RFQ for

Design/Build Services

for PS Headquarters

RECEIVED
CITY MANAGER'S OFFICE


SEP 16 2010

ERIK J. WALSH
Assistant City Manager

CITY OF SAN ANTONIO
Office of the City Manager

MEMORANDUM

TO: Mayor & City Council

FROM: Sheryl Sculley, City Manager 

COPY: Robbie Greenblum, Chief of Staff, Mayor
Chris Callanen, Assistant to City Council

SUBJECT: UPDATE: RFQ – Public Safety Headquarters


DATE: September 14, 2010


The attached document is shared with you for informational purposes regarding the Request for Qualifications for Design-Build Services for the Public Safety Headquarters.

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CITY OF SAN ANTONIO
CAPITAL IMPROVEMENTS MANAGEMENT SERVICE
Interdepartmental Correspondence Sheet

TO: Sheryl Sculley, City Manager

FROM: Mike Frisbie, P.E., Director, Capital Improvements Management Services (CIMS) 

THROUGH: Erik Walsh, Assistant City Manager 

COPIES TO: Mayor and City Council; Robbie Greenblum, Assistant to the Mayor; Peter Zandoni, Assistant City Manager; Debbie Sittre, Assistant Director, CIMS; Chris Callanen, Assistant to the City Council

SUBJECT: RFQ for Design-Build Services for Public Safety Headquarters

DATE: September 14, 2010

This memo serves as an update of the process to select a contractor to design/build the new Public Safety Headquarters, and as a reminder on the restriction on communication with staff and elected officials stipulated in the City Charter.

The information contained in this memorandum should not be made public as the solicitation process is ongoing. The restriction on communication included in the RFQ remains in effect and prohibits companies from communicating with elected City officials and their staff regarding the solicitation, Statements of Qualifications or Proposals from the time the solicitation has been released until the contract is posted as a City Council agenda item. Companies are also prohibited from communicating with City employees, or any outside consultant(s) assisting in the solicitation process, from the time the solicitation has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, e-mails and any contact that results in the direct or indirect discussion of the solicitation and/or Qualification Statement/Proposal submitted by the companies. Violation of this provision by companies and/or their agent may lead to disqualification of company's submittal from consideration.

Fourteen responses to the Request for Qualifications (RFQ) for Design-Build Services for the Public Safety Headquarters were received on August 20, 2010. The evaluation committee met on September 3, 2010, scored and selected the five top-ranked firms/teams to proceed into the second phase of the solicitation process.

The Evaluation Committee Members:

Erik Walsh, Assistant City Manager

Fire Chief Charles Hood

Betty Feldman, CIMS City Architect

Ben Brewer, Downtown Alliance San Antonio

Patrick Howard, Assistant Director, Planning and Development Services Department

Police Chief William McManus

Mike Frisbie, P.E., CIMS Director

John Mize, Architect, Ford, Powell & Carson

Cathleen Crabb, CIMS Project Manager

The Five Top-Ranked Design-Build Firms/Teams (in alphabetical order):

Bartlett Cocke, L.P./Rehler, Vaughn & Koone, Inc./Durand-Hollis Rupe Architects, Inc.
Hensel Phelps Construction Co./Fentress Architects
Skanska USA Building, Inc./Perkins + Will Architects/ Alamo Architects, Inc.
Turner Construction Company/Kell Muñoz Architects, Inc.
Zachry Construction Corporation/Jacobs Engineering Group, Inc.

These five "short-listed" firms will be notified in writing via a Request for Proposals (RFP) that will be issued to the firms this week. The five firms will be asked to provide additional detailed information regarding their qualification statements and, based on the Bridging Documents prepared by Ford, Powell & Carson, Inc. and included in the RFP, to submit guaranteed maximum price proposals for design and construction services for the Public Safety Headquarters. The additional information and price proposals will be due on October 20, 2010 and will be evaluated by the committee based on the criteria published in the RFQ. If interviews of two or more of the firms are necessary, they will be conducted on November 9, 2010. Following the final evaluation and selection, recommendation for City Council Action approving the contract award is anticipated to occur in December, 2010.

**August 11, 2010
B Session
Presentation**

Public Safety Headquarters (PSHQ) Project

Police/Fire Administration Building & Parking Garage

August 11, 2010

City Council B Session

Erik Walsh

Mike Frisbie



Agenda

- Background
- Project Goals
- Fire & Police Department Services in Building
- Project Update
- Project Schedule
- Project Budget
- Upcoming Council Action Items

Background

- New Federal Courthouse
- Performing Arts Center
- FY08 Adopted Budget

3

Project Goals

- Provide a centralized location for the Police and Fire Departments
- Provide a new state-of-the-art facility for the Police and Fire Departments
- Create a new public front/community image for both the Police and Fire Departments
- Provide much improved space for Police and Fire administrative functions

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Divisions Included in Building

SAPD

- Administration & Support Services
- Investigative Units
- Fusion Center
- Night Patrol Command
- Tactical Operations

SAFD

- Administration & Support Services
- Arson Investigations
- Fire Operations
- Community Safety

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Project Update

- Ford, Powell, and Carson Architects and Planners, Inc are finishing bridging documents
- An RFQ for the Design/Build team was released on July 18 with responses due on August 20
- Staff will begin a two-step selection process in August 2010 to select a design/build firm
- HDRC approved conceptual design in June

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Project Schedule

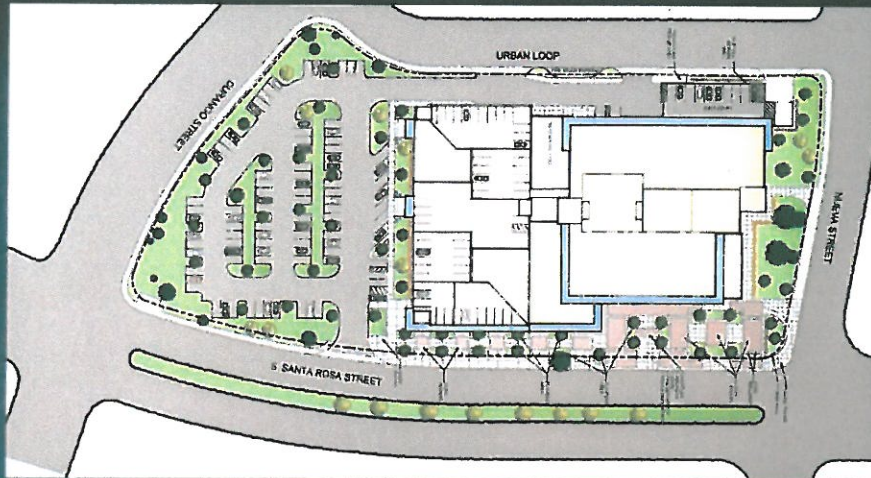
- Issue RFQ for Design/Build Services July 18, 2010
- Issue RFP with Design/Build Services Sept. 10, 2010
- Demolition of K-mart Building Sept./Oct. 2010
- Design/Build Team RFCA Approved December 2010
- Groundbreaking January 2011
- Construction Start February 2011
- Owner Occupancy August 2012
- Turn Over Existing SAPD HQ Site to GSA December 2012

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Project Budget

- Demolition \$5,794,653
- Parking Garage and surface parking \$17,910,086
- Police/Fire Administration Building \$64,566,874
- Fueling Station/Vehicle Wash/
Radio Tower \$5,311,334
- Furniture/ Fixtures/Equipment \$9,917,048
- TOTAL \$103,500,000**

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COSA Public Safety Headquarters - 6/02/2010: *Santa Rosa*

Site Plan

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COSA Public Safety Headquarters - *Santa Rosa*

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Sustainability Elements

- LEED Certified Silver
- Condensate will be used for irrigation of the low water use native landscape materials
- Solar Panels on Parking Garage roof
- Mech. equipment is the most energy efficient design
- Roof is Energy Star certified or Green Roof materials
- Roof drains collected under building for future rainwater harvesting
- Materials
 - Local
 - Recycled content
 - Rapidly renewable products
- Low flow fixtures

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Public Safety Headquarters (PSHQ) Project

Police/Fire Administration Building & Parking Garage



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QUESTIONS?



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Federal Court Site Selection

- In 2000 the federal government recommended the development of a new federal court campus to replace the antiquated John Wood Courthouse
- The GSA considered approximately 18 sites in the downtown area
- In 2006 the City proposed the current Police Headquarters as a potential site
- On April 2, 2008 GSA announced the selection of the current Police Headquarters as the site of their new court
- GSA will construct about a 326,000 square foot courthouse facility on this 6.35 acre site

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Federal Courthouse and GSA

- GSA will compensate the City \$3.5M in cash and transfer of its land at HemisFair limited to the 4.6 acre site of the current courthouse on Durango for the Nueva site
- GSA selected Lake/Flato along with Kell Munoz and Ellerbe Becket to design the Courthouse
- City expects to deliver the Nueva site, free of improvements, to GSA in December 2012
- It is expected that GSA will begin construction immediately thereafter

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Performing Arts Center

- New Performing Arts Center to be developed through use of Bexar County Visitors Tax
- Location approved in November 2007 to be at Municipal Auditorium and current Fire Department Headquarters
- Current Fire Department Headquarters needs to be vacated by August 2012

**RFCA Memo for the
award of the Bridging
Documents Agreement
to Ford, Powell &
Carson Architects &
Planners, Inc.**

[View RFCA Detail](#) [Continue](#)

CITY OF SAN ANTONIO Request for Council Action

[Agenda Item # 10](#)

Council Meeting Date: 1/21/2010

RFCA Tracking No: R-5855

DEPARTMENT: Capital Improvements
Management Services

DEPARTMENT HEAD: Mike Frisbie

COUNCIL DISTRICT(S) IMPACTED:
Council District 1

SUBJECT:
Public Safety Headquarters – Professional Services Agreement

SUMMARY:

An ordinance authorizing the negotiation and execution of a professional services agreement with Ford, Powell & Carson Architects & Planners, Inc. for payment in an amount not to exceed \$3,820,373.00 for the development of bridging documents for the Public Safety Headquarters project, a Certificates of Obligation funded project, to be located in Council District 1.

BACKGROUND INFORMATION:

Project Background

On November 20, 2008, City Council approved ordinance 2008-11-20-1058, awarding a professional services agreement with Facility Programming and Consulting, Inc. to provide programming and master planning services for the Public Safety Headquarters project. The property located on the corner of South Santa Rosa and West Nueva has been identified as the location for the Public Safety Headquarters. The City plans to use Design Build as the delivery method for this project; therefore, this project requires the development of bridging documents at this time. Ford, Powell & Carson Architects & Planners, Inc. have been selected to provide specialized architectural and engineering services. This consultant will work closely with the City to define the project requirements, develop the bridging documents, assist with the procurement of the Design Build team and review their contract documents necessary for this project.

Procurement of Services

A Request for Qualifications (RFQ) was issued in November 2009 for architectural and engineering design services to develop bridging documents for the Public Safety Headquarters project. The RFQ was advertised in the Commercial Recorder, the San Antonio Observer, and in La Prensa De San Antonio. Six firms responded to the City's solicitation.

The six firms were evaluated and scored by a committee consisting of representatives from the

Capital Improvement Management Services Department, City Manager's Office, Police Department, Fire Department and the International and Economic Development Department. The firms were evaluated based on their experience and qualifications, the experience of key personnel to be assigned to this project, their understanding of the project and their approach to performing the required services, their overall responsiveness and ability to provide the required services, and their Good Faith Effort Plan.

Based on the evaluations and rankings made in the selection process, staff recommends Ford, Powell & Carson Architects & Planners, Inc. be awarded the contract for this project.

ISSUE:

This ordinance awards a professional service agreement to Ford, Powell & Carson Architects & Planners, Inc. in an amount not to exceed \$3,820,373.00 to provide architectural services for the Public Safety Headquarters project.

This is a continuation of the City Council policy to complete FY 2010-2015 Capital Improvement Projects and ensure delivery of a state of the art Public Safety Headquarters facility in a manner that is most advantageous to the City.

ALTERNATIVES:

City Council could choose not to approve this ordinance; however, prior Council action has initiated a process to confirm support of the GSA's intent to develop a federal court complex at the site of the current Police Headquarters. By not approving this ordinance, progress of that measure will be delayed or halted. Additionally, the opportunity to enhance the responsiveness of police and fire services to the citizens of San Antonio through the planning and subsequent design and construction of a state of the art facility would be lost.

FISCAL IMPACT:

This is a one-time capital improvement expenditure in the amount of \$3,820,373.00 payable to Ford, Powell & Carson Architects & Planners, Inc. for architectural services. Funds are available from Certificates of Obligation and included in the FY 2010-2015 Capital Improvement Program Budget.

RECOMMENDATION:

Staff recommends approval of this ordinance by accepting the proposal and awarding a professional service agreement to Ford, Powell & Carson Architects & Planners, Inc.

The required Discretionary Contracts Disclosure form is attached.

ATTACHMENT(S):

File Description	File Name
Summary Scoring	Summary Scoring for Public Safety Headquarters.pdf
Discretionary Disclosure Form	Discretionary Disclosure Form.pdf

Location Map	Location Map for PSHQ.pdf
Voting Results	
Ordinance/Supplemental Documents	2010-01-21-0034.pdf

DEPARTMENT HEAD AUTHORIZATIONS:

Geraldine Garcia Assistant Police Chief SAPD

Rodney Hitzfelder Deputy Fire Chief SAFD

Mike Frisbie Director Capital Improvements Management Services

APPROVED FOR COUNCIL CONSIDERATION:

Erik Walsh Assistant City Manager

Pat DiGiovanni Deputy City Manager